

May 21, 2010

State Library of Louisiana /Capitol View Room

Advisory Council of the LA State Documents Depository Program 1:00pm-3:00pm

Minutes

Members & Guests Present:

Rebecca Blakeley- McNeese

Diane Brown- State Library

Sonnet Brown- UNO

Paula Bryars- LA Dept. of Economic Development

Miriam Childs- Law Library of LA

Howard L. Coy, Jr. - Vernon Parish

Lisa Davenport- UNO

Cynthia DuBois- Nicholls

Allen Enger- LA Dept. of Social Services

Ferol Foos- State Library

Rita Franks- LA Tech

Hallie Hankel- Jefferson Parish Library

Charlotte Henderson- Southern University BR

Harold Isadore- Southern Law Center

Stephen Kuehling- New Orleans Public Library

JoAnn Palermo- LSU

Elizabeth Parish- Louisiana College

Michele Pope- Loyola Law

Carla Pritchett- Tulane

Melanie Sims- LSU Law

Paula Singleton- Xavier University

Elaine Smyth- LSU

Frances Thomas- Poynter Library

Quiana R. Wright- State Library

Absent:

Lori Smith- SELU

- I. Welcome & Introduction of Members: Rebecca Blakeley welcomed everyone and introductions were made around the table.
- II. Approval of Minutes from November 6th, 2009: Coy moved to approve the minutes. Sims seconded. Motion passed.
- III. Old Business
 - A. Recommendation of New Council Members - *replacing Patty Birkett-State Agencies, Lori Smith- Academic Libraries, and Catherine Simpson- Library Users*
 1. Blakeley: No new names had been submitted leading up to this meeting. Miriam Childs (Law Lib of LA) volunteered to be State Agencies Representative. Council voted to recommend appointment.

2. There were no names submitted for Academic Libraries Representative. Carla Pritchett (Tulane) was suggested as a possible nominee but she is **Special Libraries** Representative, July 2010-June 2011, completing Marlene Bishop term. Because Lori Smith is chair July 2010-June 2012, it was recommended that her term as Academic Representative be extended for 3 years.

Foos mentioned a nursing professor from SELU and the LABI Librarian as examples of former Library User Representatives and that the position does not require being from a state agency. Sonnet Brown (UNO) volunteered to serve as Library User Representatives. Council voted to recommend her appointment. The recommendations will be submitted to the State Librarian for approval and appointment.

B. Revision of State Plan:

1. Foos: The Plan review should not take a lot of work. It is still a fairly applicable document that is reviewed every five (5) years. A committee of Foos, Blakeley, Henderson, and Smith was appointed. They will communicate via email.

C. Revision of Superseded List: (Foos)

1. Foos presented the background of the list revision thus far. Other comments were welcomed as well as a solicitation for help with the revision of the list. Foos mentioned that anyone working on the revision needs to be an active federal docs user. Blakeley asked for volunteers and if we should put out a call on Bayoudoc. Pope was suggested as a good asset to the committee. Foos asked those in attendance “What problems are you running into with the current list?”

Blakeley: There are materials on the list that are no longer in existence.

Pope: “I can’t figure out what things were. If it’s electronic and accessible... there’s no direction with it. Like getting somewhere without a map.” It would be intellectually sound to replace electronic with paper.

Foos: Electronic documents have to be cataloged as a separate format from paper. This may be a tough decision that requires more discussion.

Thomas: Legislative Auditor website changed and so all the URLs for their reports changed as well. Foos mentioned that the *Administrative Code* website was also revised resulting in all new URLs.

D. Cooperative Cataloging Initiative:

1. Diane Brown (State Library) was very appreciative of the help received from LSU and UNO. The State Library Tech Services group is catching up on the Digital Archive backlog. Blakeley really expressed a desire for McNeese to help with the effort. Foos mentioned that volunteers need lots of bandwidth. Palermo volunteered to harvest files to help with the effort and Smyth was enthusiastic about LSU being able to help the process along. Foos also mentioned that agencies/websites don’t always have their electronic documents for Digital Archives in PDF format.

E. Ephemera: DuBois *Report is attached.*

Foos: Some ephemera have full MARC record and she has tried to catch ephemeral items in Monthly Shipping List to identify them as ephemera.

DuBois: The Council has officially adopted the Texas Depository Program ephemera definition with modifications, adding in material that is required in the Louisiana legislation. We have a working definition.

IV. New Business

- A. Disband Outreach Committee: DuBois reported that the committee mission was pretty much completed. Smyth moved to disband. Sims seconded. Motion passed.
- B. Revision of Core Collection List: Foos reported that the revised version is on State Library website with Digital Archive PURLs added and titles that have ceased or are indefinitely delayed are identified. The 36 titles on the list haven't changed since 2004. Foos asked if anyone was interested in working on the committee to revise the Core Collection. Blakeley and Pritchett will start a committee, working with Foos. [After the May meeting, Coy and Hankel volunteered to serve on the committee to add input from public libraries.]
- C. Nominations of LACSDDP Officers:
 - 1. Wright volunteered for secretary. She was elected.
 - 2. If Smith doesn't want to continue as chair then Smyth or someone from LSU will consider it. [After the May meeting, Smith agreed to serve as chair for the 2-yr term.]
- D. Selection List: Pope brought up the issue of depositories "getting stuff that we don't want" and that it would be better if we were aware of what titles we were actually getting when choosing agencies in the Selection List.

Foos: If we allow much selection/de-selection of specific titles, we would have to talk about changing the depository legislation. Agencies don't always report to recorder what they produce.

This discussion included an expanded Core Collection and a "Swap & Drop" (exchange of items between depositories).

Foos: Suggested a committee be formed to look at this, headed by Pope.

V. Recorder of Documents Report: *The report by Foos is attached.*

VI. Reports from Individual Depositories:

- A. Coy: He has an ongoing effort of scanning photographs and uploading them to Flickr. He is also scanning some documents. He is preserving Vernon Parish history by photographing schools, churches, and other buildings, adding dates then scanning the photos. Blakeley said that she would like to link Vernon Parish Flickr URL with the GODORT Wiki.
- B. Kuehling: New Orleans Public Library will once again be open on Fridays beginning June 21, 2010. Mayor Nagin had previously limited the city government to a 4 day work week.
- C. Foos: The State Library Tech Services group is doing a wonderful job with clearing up with backlog. Diane Brown also gave a special commendation to them.
 - 1. Digital Archives currently has 4000 items attached to bib records.
 - 2. Christine Thomason just finished Semi annual agency letters. All but 15 of them were emailed, so that saved lots of postage.
 - 3. LSU Eunice continues a beta test as an electronic- only depository. They receive only core titles which must all be in their catalog.

- VII. General comments from Library Users: Enger reported that there was a bill in the current legislative session to change the name of the Dept of Social Services to Family & Child Care Services. There was further discussion of how an agency name change affects the cataloging as well as the LaDoc numbers.
 - VIII. Next Meeting: November 5th, 2010. Discussion about holding it as an online meeting to accommodate attendees without travel funds. Blakeley will set up 2 trial meetings in August using Skype. [After the May 5 meeting, one was held. Foos/State Library IT set up 2 AT&T Connect online meetings for the Core Collection and Superseded List committees which will also serve as trials for holding the November 2010 Council meeting online.
 - IX. Adjournment: Smyth moved to adjourn. Kuehling seconded. Meeting was adjourned.
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Recorder of Documents Report Nov 2009 – Apr 2010
Louisiana State Documents Depository Council Meeting 5/21/10

Staff: The big loss for Louisiana documents was Judy Smith's retirement April 1, 2010.

Depository Inspection visits: 1 (EBRPL)

Liaison visits: 8 (DOE, DEQ, DAF, Pennington Biomedical Research Center, CRT, TRSL, LASERS, DWF)

Withdrawal lists approved: 5

Publications as of 5/21: No incomplete Monthly Shipping Lists; Final MSLists Oct – Dec 2009, Jan – April 2010. Yea!!

St. Bernard Parish Public Library withdrew from the Depository Program in April; since there is a six month waiting period, it will be final in October. They had been inactive since Katrina in August 2005 when the building and collection were destroyed. St. Bernard is moving from a trailer to a room in the new school building so there is still very little space. We had saved their shipments over five years but, because they were a core depository, all of the saved items were also received by all the other libraries. Most of the La Administrative Code and Environmental Regulatory Code volumes are now superseded. I don't believe there is a need to offer the St. Bernard core documents.

Digital Archive harvesting/ingesting is moving forward with help from LSU TechSrvs and the State Library bandwidth improvement. By June, there should be a MSList that is contains only DA entries. Because of software upgrades and our experience, files added to the DA in 2010 are much easier to identify and open. File labeling has significantly improved. Also, the agency URL is now included in most DA catalog records.

As of 5/21/10, there were over 4000 items attached to bib records in the Digital Archive. The Secretary of State *New Domestic Filings* that has weekly issues for the last 10 years is what took us over 4000 yesterday. This is not the number of titles digitally archived. That number would be significantly smaller.

Semiannual letters were sent to agencies in May 2010. After two years of very brief letters, this one had more detail about agency responsibilities. It also repeated the new-in-2010 numbers of copies announced in the Nov 2009 letter. Several agencies are still using the 2009 numbers which leaves extra copies.

Electronic-only special category selective depository beta test at LSU-Eunice: Project began in spring 2009 with federal docs. They probably got to state documents in the fall.

At the request of library director Gerald Patout, we will continue this beta test through 2010 and then take stock. He continues to report that LSUE state documents have had no apparent use.

5/6/10 I checked more than half of the core titles in the LSUE catalog. Very few had records; none of the records had Digital Archive PURLs. I believe the test is not valid unless the core titles are in the catalog with PURLs/holdings. With only 36 core titles, all of which have OCLC records and are easily derived from the State Library catalog, it takes very little time to put core titles into the LSUE Library catalog. Since the tangible items are not in the library, it is essential that the catalog have records and those records have links to the fulltext document to make the documents available to the users/public. Free access to state public documents is the primary responsibility/requirement for depository libraries.

Number of incoming documents: About 50 fewer titles received 1st 4 months of 2010 than in 2009. We believe the reasons are budget/staff reductions causing a transition from paper to electronic [e-docs will again begin to appear in MSL in June 2010] and a few titles ceased.

MONTH	TOTAL TITLES/RECORDS	EXISTING TITLES/RECORDS %	NEW TITLES/RECORDS %	TOTAL ITEMS *includes legislative bills, etc.	TOTAL NEW TITLES/RECORDS
Jan-09	200	62%	35%	299	70
Feb-09	118	82%	20%	184	24
Mar-09	142	82%	18%	282	24
Apr-09	201	62%	41%	778*	83
Jan-10	170	73%	26%	251	45
Feb-10	155	67%	33%	268	51
Mar-10	135	79%	21%	2173*	28
Apr-10	148	79%	21%	1439*	31

Superseded List: In 2006, a committee worked on revising the 2002 list. By 2007 a committee of Lori Smith, Melanie Sims, Karen Cook, Ferol Foos and Judy Smith were doing some work. Judy, who had been the most active in this effort, retired in April 2010. Here is the history from reviewing council meeting minutes for 2002-2005, 2007-2009:

- 2006: Mary Linn Wernet, Ferol Foos, Judy Smith, maybe someone else on revision committee; each worked on different pages of 2002 list to identify ceased/changed titles.
- 2007 May: "Ongoing committee" (Lori, Melanie, Karen, Ferol, Judy). It was suggested that the list be published in Excel so that each depository may sort according to its needs. The posted list could continue to be in LaDoc order. It was recommended that ceased titles, with the date they were removed, remain on the list but identified as ceased; this information is used in weeding.
- 2008 May: Karen Cook reported that she has put the list in LaDoc number order in a spreadsheet.
- 2008 Nov: Judy Smith was "playing with the superseded list" and more and more questions come up. We need to make the list shorter. Why list individual newsletter titles? Many titles no longer published or the agencies are defunct. There are now many new titles as well to be added. Some titles are electronic only now. Some stuff should be on ephemera list.
- 2009 June: Judy Smith: 2 specific issues with the superseded list: titles no longer published and titles only electronic. The list is cumbersome to update. Definition of what to supersede directly effects how we can select from discard lists. Or title changed so drastically that you think it is not on the list but should be. Eliminate inconsistencies and overlaps (i.e. "Keep current" is same as "Keep latest edition").
- 2009 June: Lori Smith stated that "Serials" is a broad term and do we really want to give the option for keeping one year only for ALL serials? Newsletter vs. Journals vs. Annual Reports are all serials, but we have mostly newsletters in La state docs collections. Newsletters is a better term for the keep one year

only option. Depends on each depositories' usage. What to offer after keeping only 6 yrs vs. what superseded to not offer.

- 2009 June: Judy will revise "monographs" and "serials" definitions and will discuss with Lori.
- 2009 Nov: Ferol and Judy favor "types" rather than titles in the list because titles change so frequently. If others agree, we need to get consensus on definitions of various types. Also need to decide if electronic supersedes paper.

Guidelines and responsibilities for depository libraries: LSU Health Sciences Center New Orleans Library staff suggested we send these out every few years. I compiled it from the *Depository Manual* Guidelines and the Depository legislation *Revised Statutes & La Administrative Code*. I posted it on Bayoudoc 5/19/10. A print copy will be included in the May 2010 shipment.

List of La depository libraries, alphabetic with contact name and address, has been updated. It will on our website by June at <http://www.state.lib.la.us/state-employees/depository-library-program/louisiana-state-documents-depository-libraries>.

Final Report of Ephemera Committee will be added here after final revision.